

**Robinson, Yvette J.**

**From:** Robinson, Yvette J.  
**Sent:** Tuesday, November 17, 1998 3:52 PM  
**To:** Fontanez, Jose R.  
**Cc:** Anderson, Shalena  
**Subject:** Yvette's Itinerary/Vacation Day Request

As discussed, I am officially requesting November 25 as a vacation day. I will not return to the NYO until November 30. If this meets with your approval.

I have shared this information with Sarosh, and he feels comfortable going forward with the off-site meeting on November 24.

Additionally, You received my recommendations in October for the 1999 program. I will discuss any additional information you may need for the meeting on Tuesday, November 24 upon your return Wednesday, November 18. And, I will be available via telephone for a conference call.

See enclosed itinerary for conference call. Let's further discuss on



Wednesday. NCBMP-Las Vegas -itin

*Yvette Robinson  
Event Marketing - 120/12  
Extension 32360*